



**FINANCIAL MANAGEMENT SYSTEMS
IMPROVEMENT COUNCIL
(FMSIC)**

***ACCOUNTS PAYABLE (A/P)
Functional and Operational Requirements
January 1, 1995***

FUNCTIONAL AND OPERATIONAL REQUIREMENTS
FOR
ACCOUNTS PAYABLE SYSTEM
FINANCIAL MANAGEMENT SYSTEMS IMPROVEMENT COUNCIL
JANUARY 1, 1995
REVISION 0

The Financial Management Systems Improvement Council (FMSIC) was created by the Department of Energy in recognition of the need for information sharing and prudent standardization of cost collection and financial reporting among its integrated contractors. A vision statement was developed and adopted during the first Council meeting and states: *IMPROVE CONTRACTOR FINANCIAL MANAGEMENT SYSTEM PROCESSES WHICH WILL RESULT IN INCREASED EFFICIENCY AND EFFECTIVENESS THROUGH (a) THE SHARING OF SUCCESSFUL APPROACHES [best business practices] AND BENCHMARKING AMONG CONTRACTORS and (b) THE DEVELOPMENT OF BUSINESS REQUIREMENTS AND COMMON TERMINOLOGY FOR FINANCIAL MANAGEMENT SYSTEMS, and © THE IDENTIFICATION OF SYSTEMS WHICH LEND THEMSELVES TO COMMON PROCESSES AND THE PURSUIT OF STANDARDIZATION WHERE APPROPRIATE.*

Since its inception in June of 1993, the Council has embarked on several initiatives designed to leverage gains from the existing contractor financial management knowledge and experience base. One of these initiatives was the Functional and Operational Requirements (F&OR) effort. The purpose of this effort was to develop and publish a basic set of design requirements for the more commonly used financial management automated information systems. With this requirements document, a contractor could shorten the requirements definition phase of the system development life cycle and could also result in some standardization of system design within the DOE contractor complex.

Contractors are required to review applicable F&ORs prior to the acquisition of or the major modification to a financial management information system. Although these documents are intended to serve as reference material and are advisory in nature, it is the hope of the Council to eliminate redundant system development and unnecessary system procurements among the DOE contractors.

Acknowledgment and appreciation are given to the following individuals for their participation and contributions during the development of this document:

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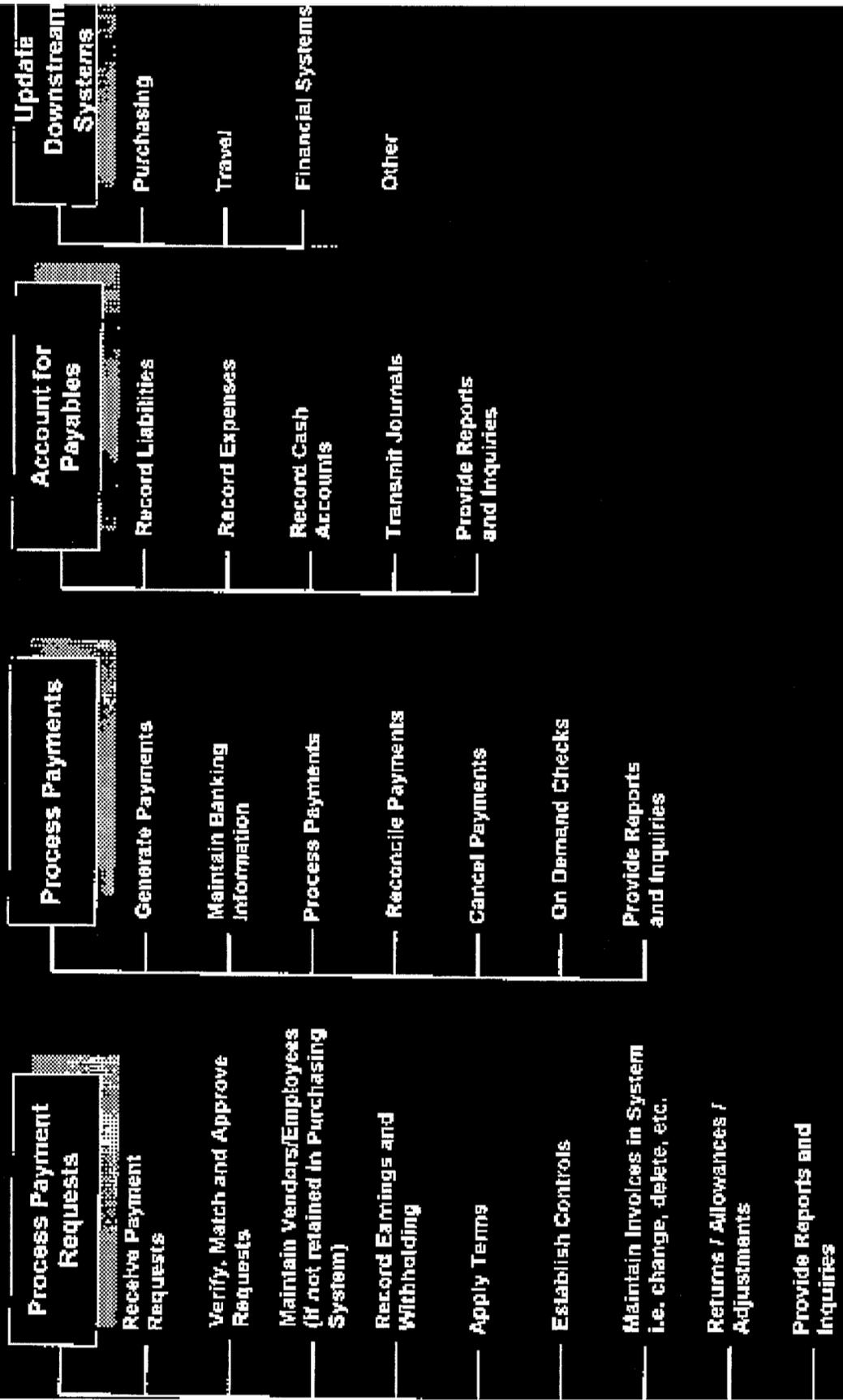
Accounts Payable (A/P)
Functional and Operational Requirements

Outline

Business Flow diagram Symbols
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Application Objectives..... 2
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DOE FMSC Functional and Operational Requirements

ACCOUNTS PAYABLE



Functional and Operational Requirements Accounts Payable System

Business Flow Diagram Symbols



Processes/Functions are things that change or transform information by; rearranging/ restructuring, deriving new information, changing status or using it to access or transform other data.



Data Flows represent conveyance of information from one process to another. Information being conveyed is shown alongside of the data flow arrow. Data are the materials upon which processes operate to produce new materials and can flow to many places simultaneously.



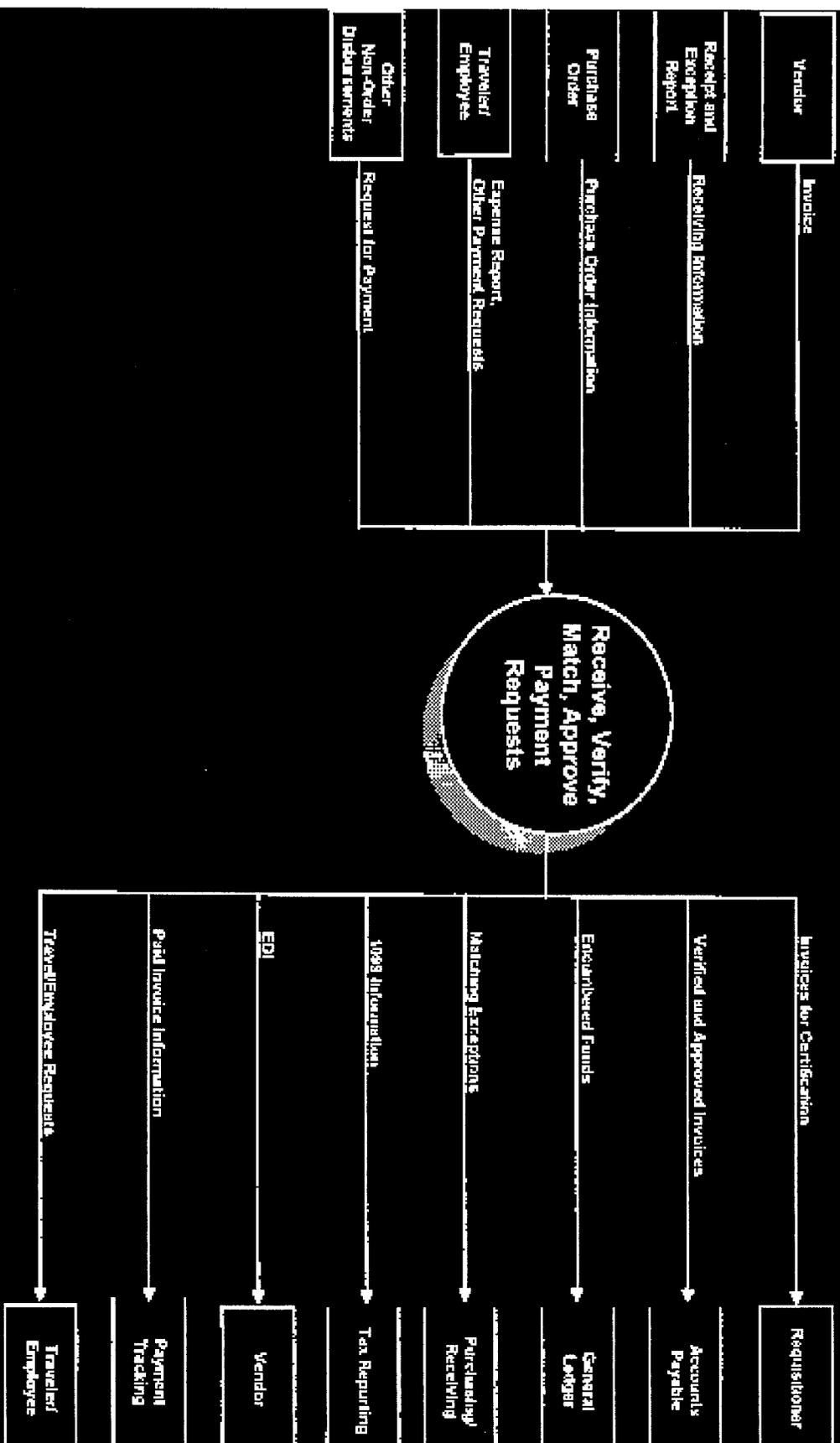
Data Stores are repositories of information such as files or documents.



Entities are people, departments or organizations that initiate, take part, influence or are impacted by the process.

DOE FMSIC Functional and Operational Requirements ACCOUNTS PAYABLE

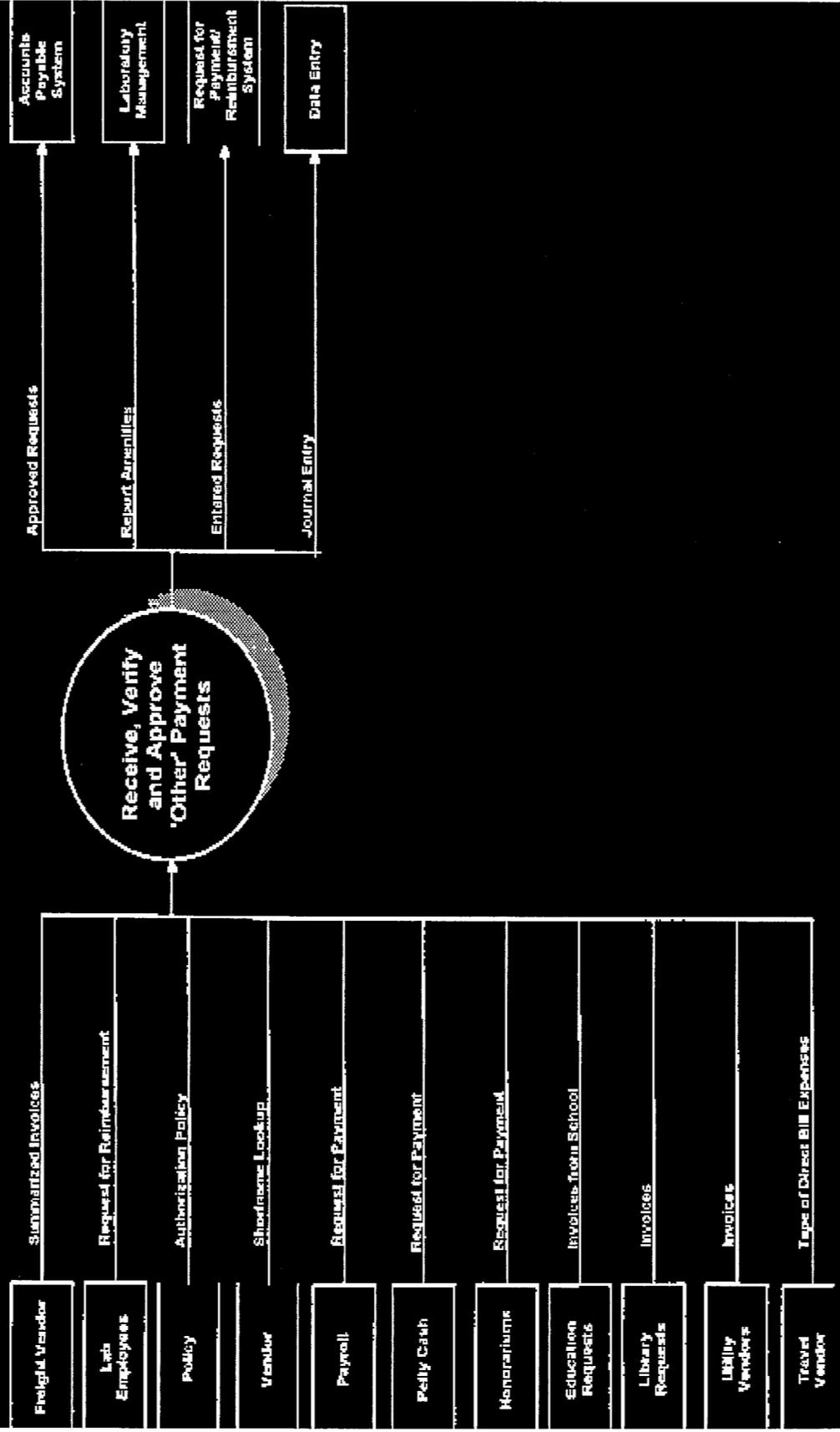
Receive, Verify, Match and Approve Payment Requests



DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

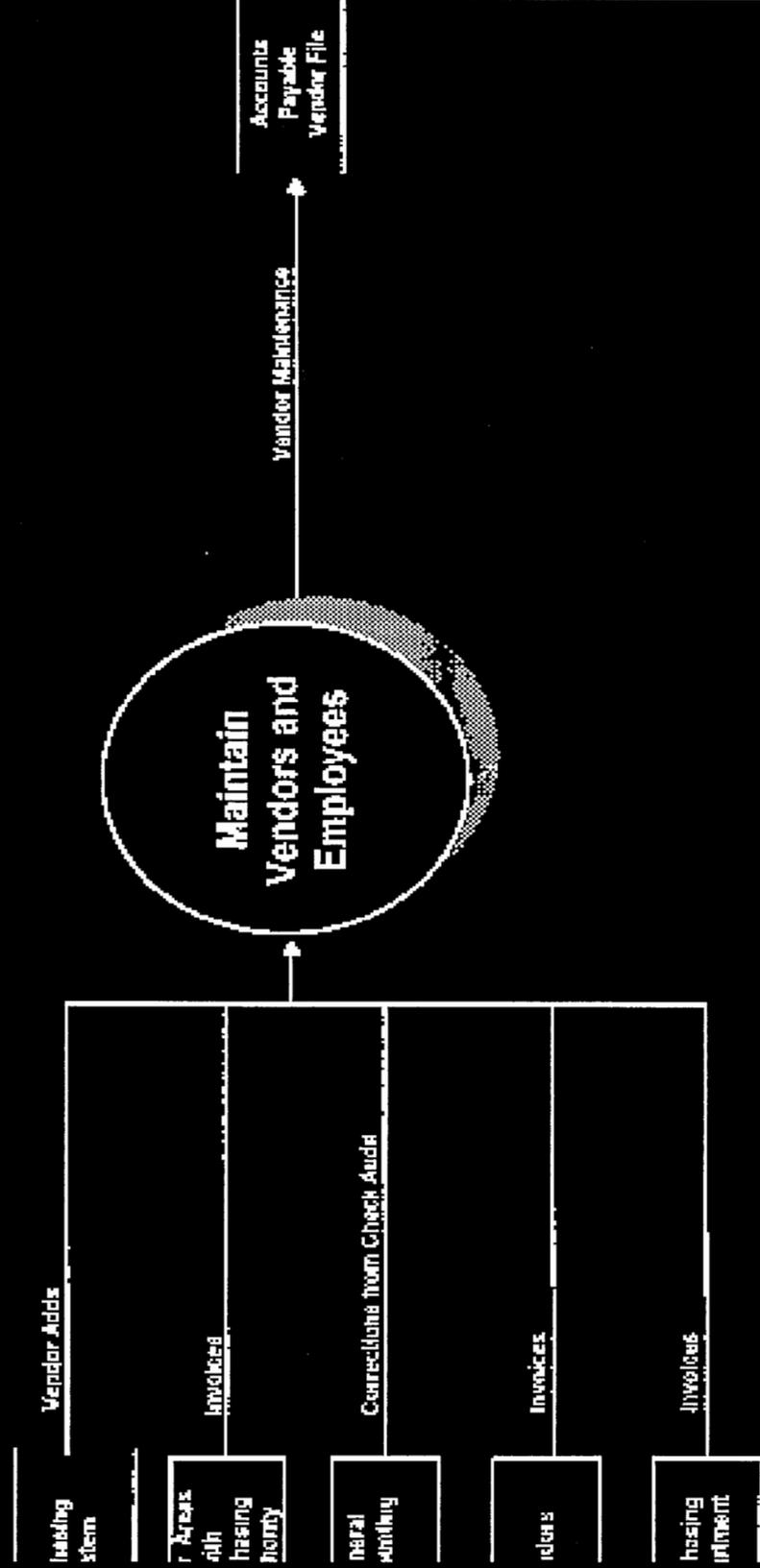
Other Payment Request Process



OE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

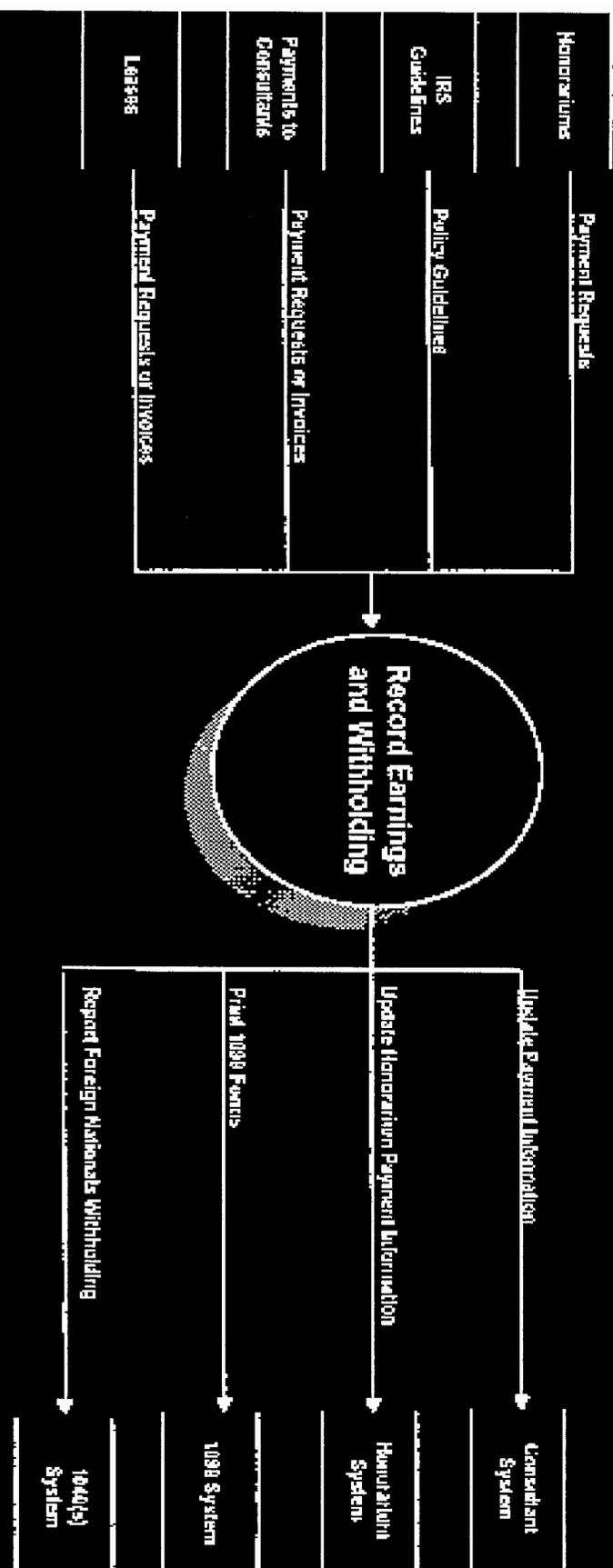
Maintain Vendors and Employees



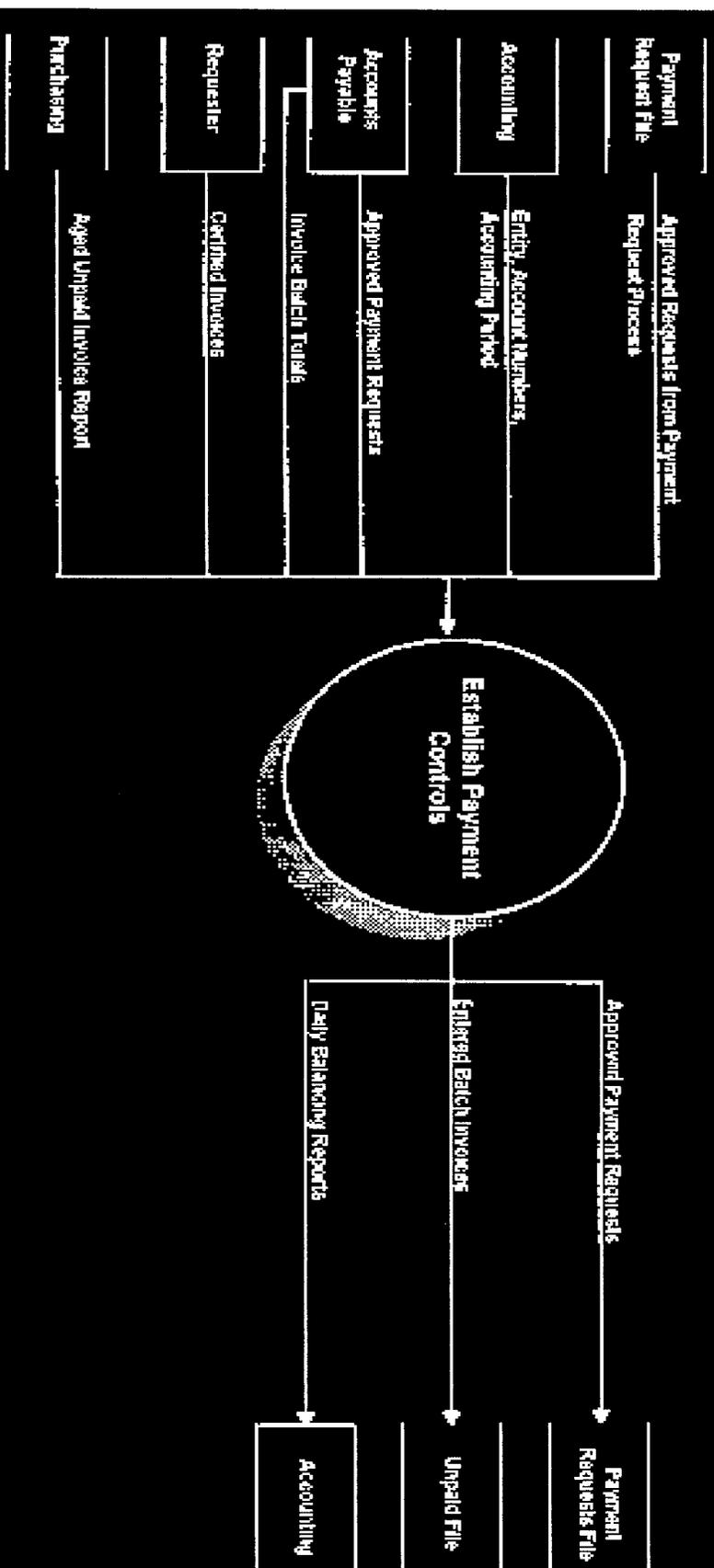
DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

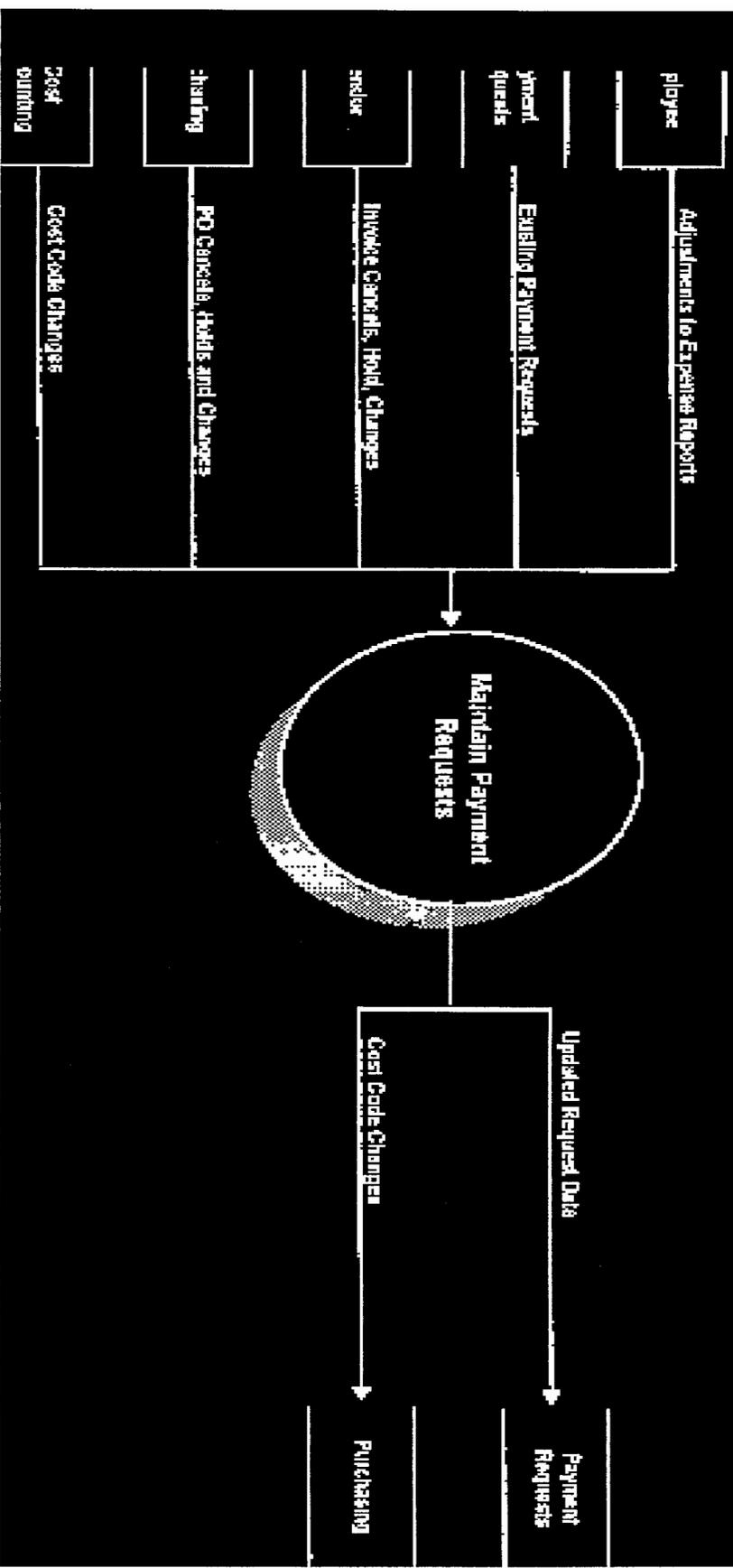
Record Earnings and Withholding



DOE FMSIC Functional and Operational Requirements ACCOUNTS PAYABLE Payment Control Process



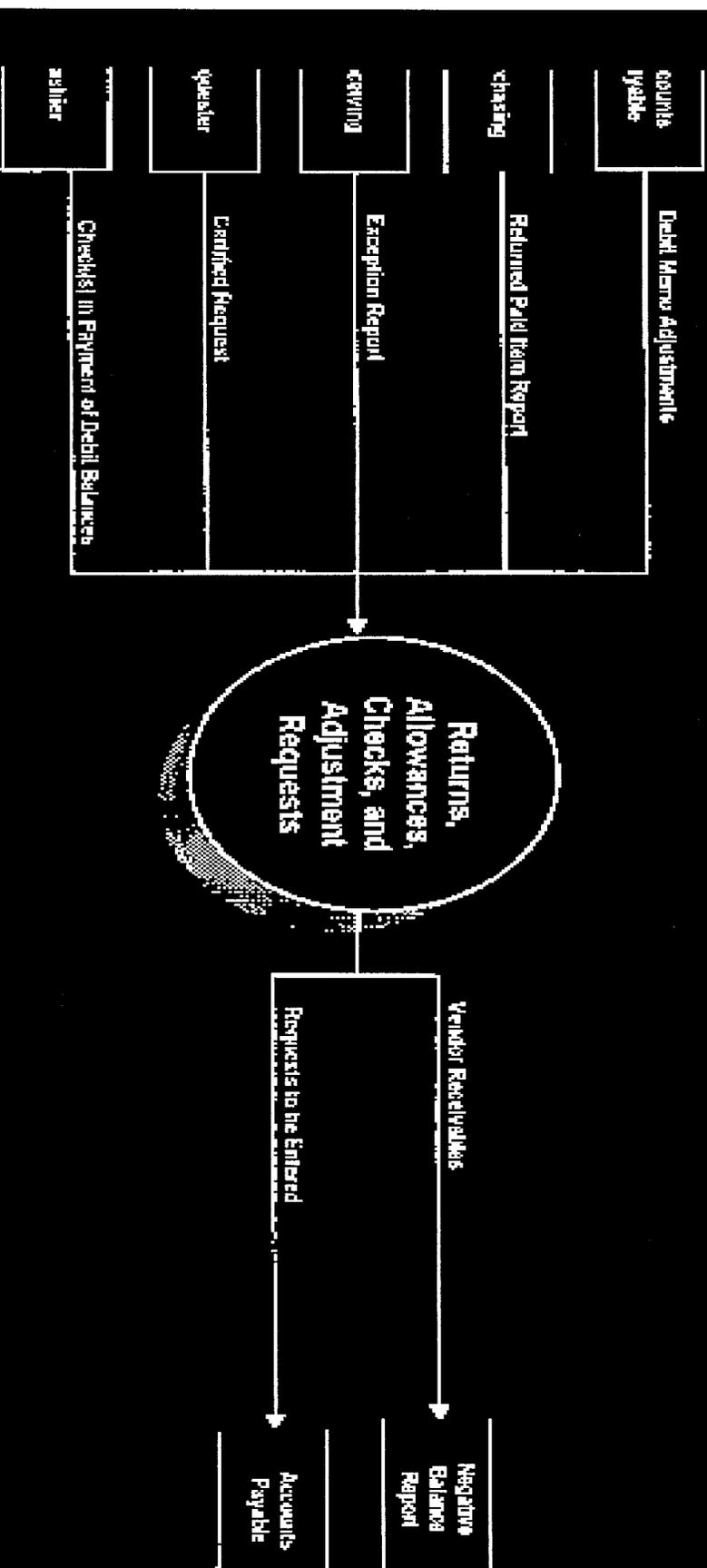
DOE FMSC Functional and Operational Requirements ACCOUNTS PAYABLE Payment Request Maintenance



DOE FMS/C Functional and Operational Requirements

ACCOUNTS PAYABLE

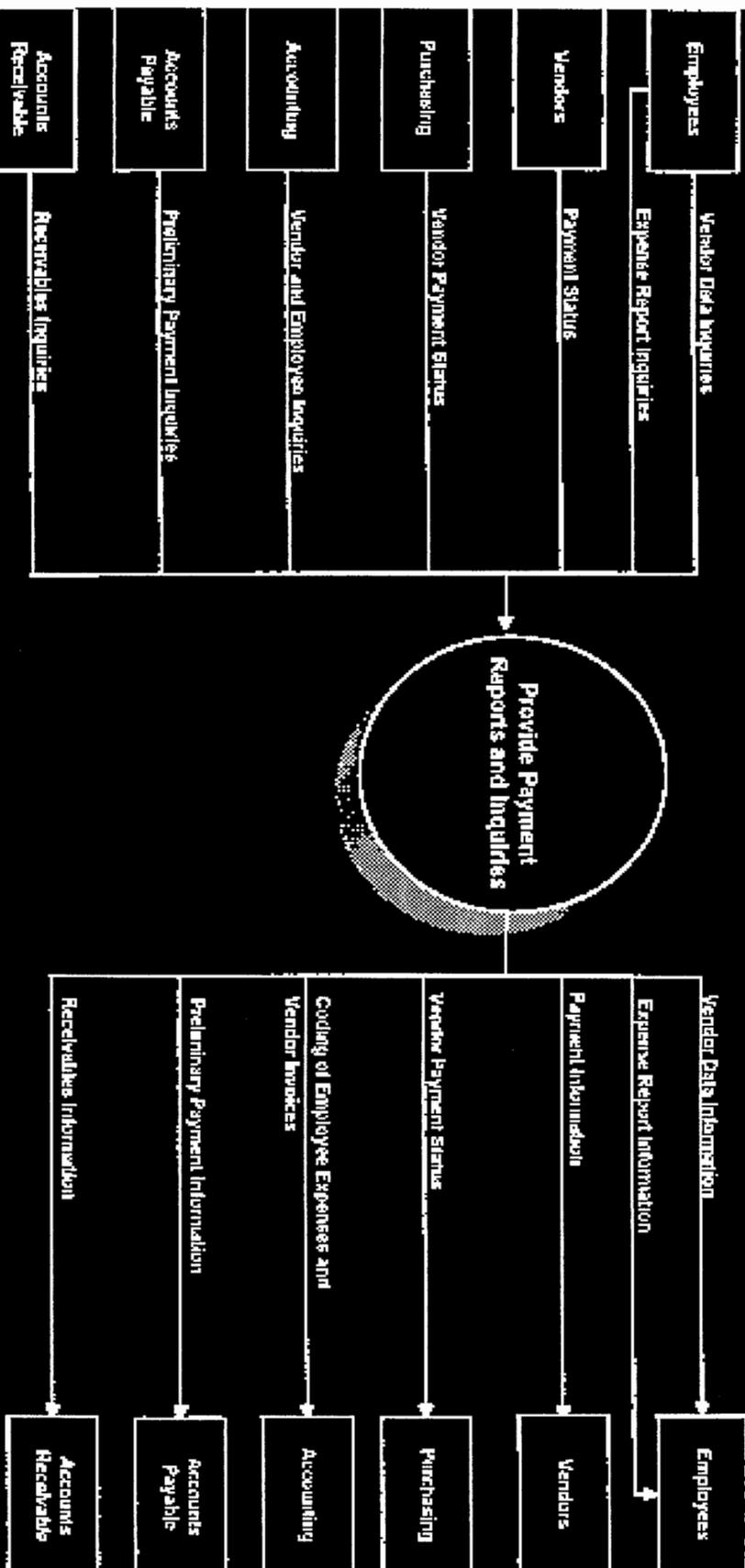
Returns / Allowances / Adjustments



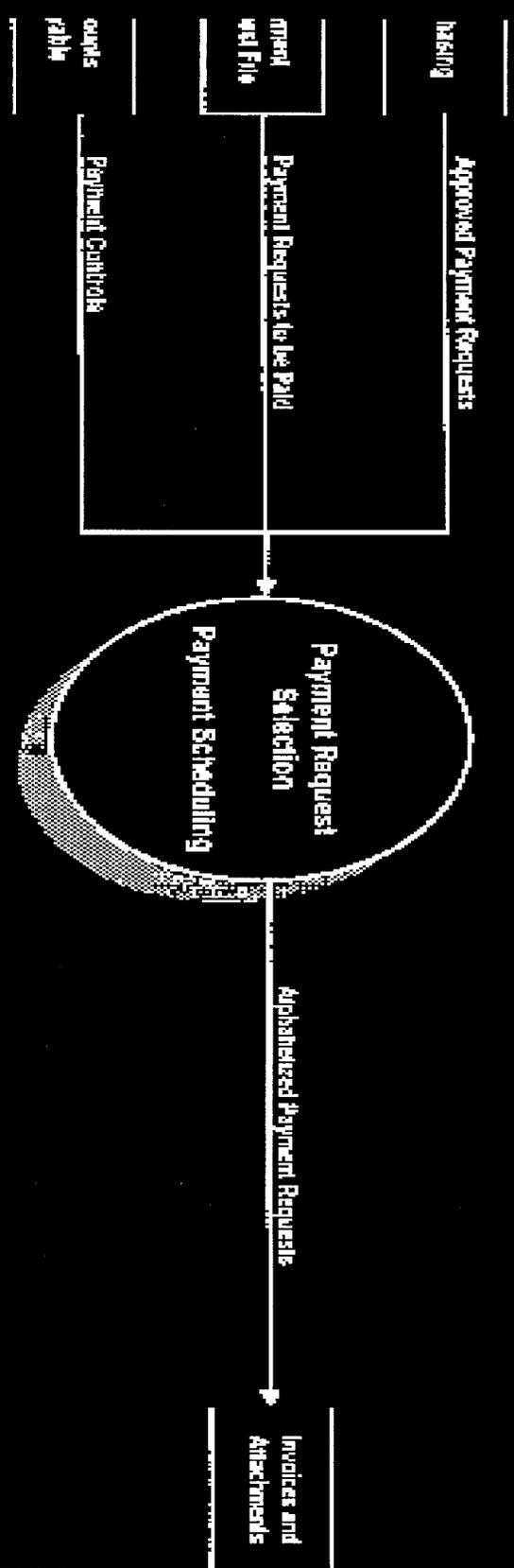
DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

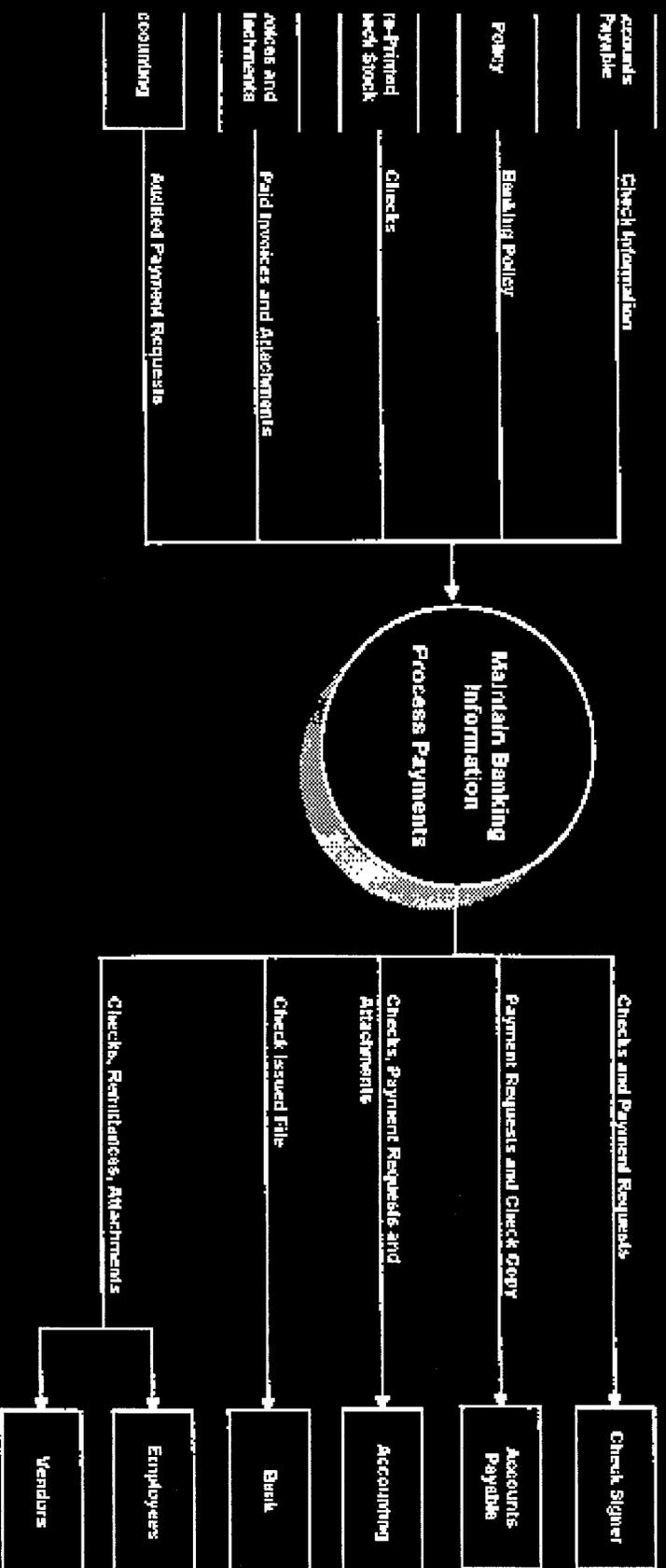
Payment Request Reporting and Inquiry



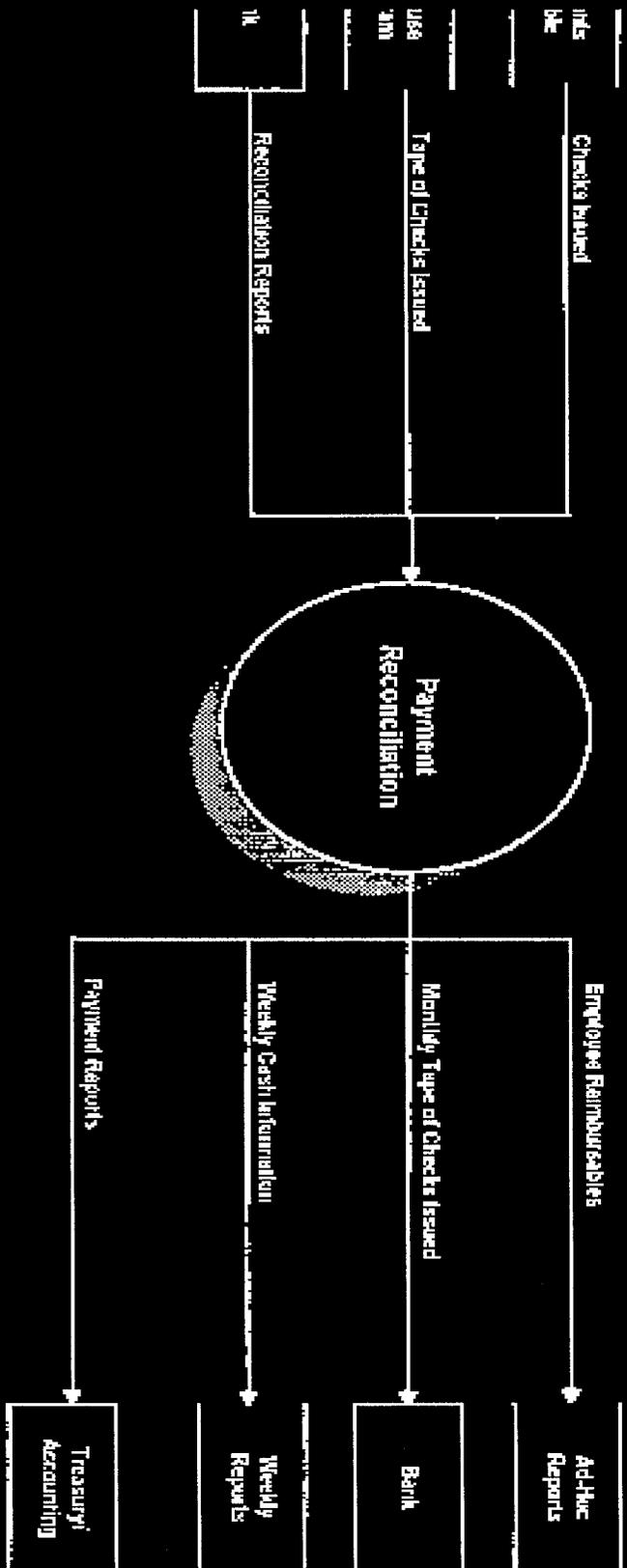
DOE FMSIC Functional and Operational Requirements ACCOUNTS PAYABLE Payment Request Selection and Payment Scheduling



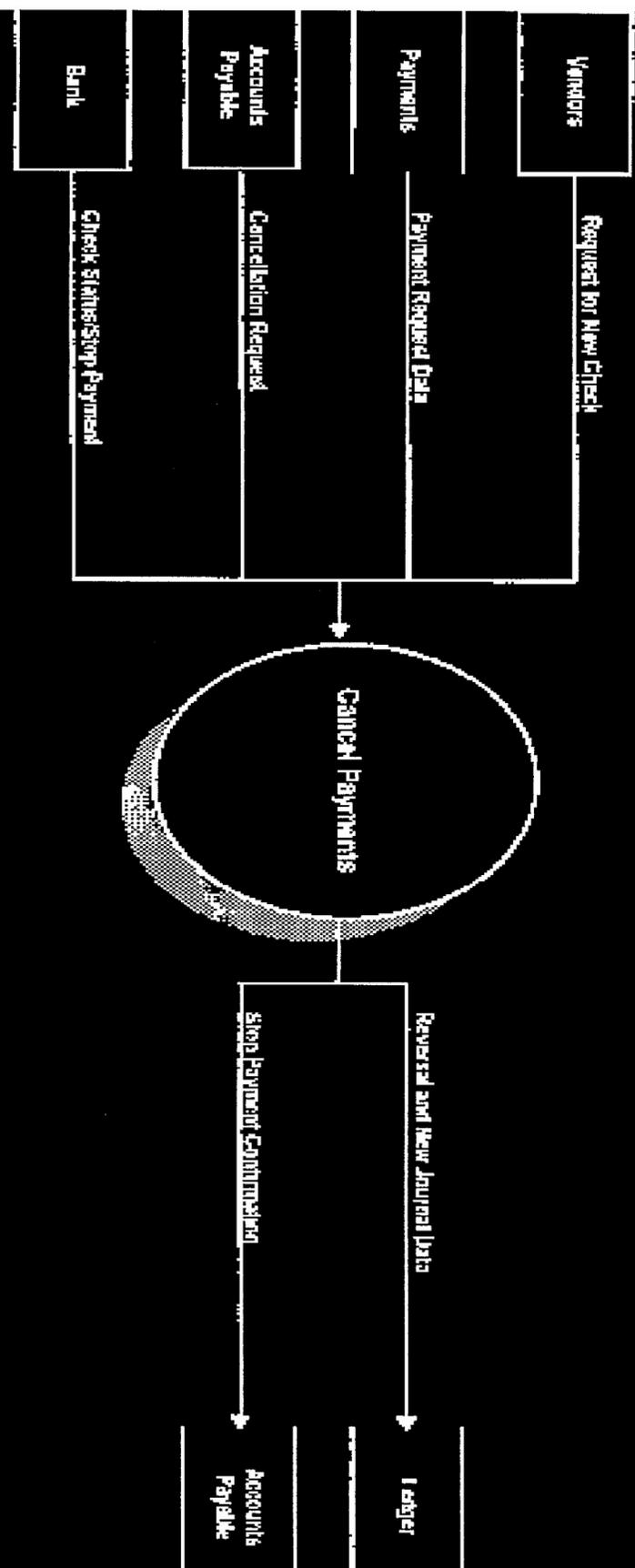
DOE FMSIC Functional and Operational Requirements ACCOUNTS PAYABLE Payment Process



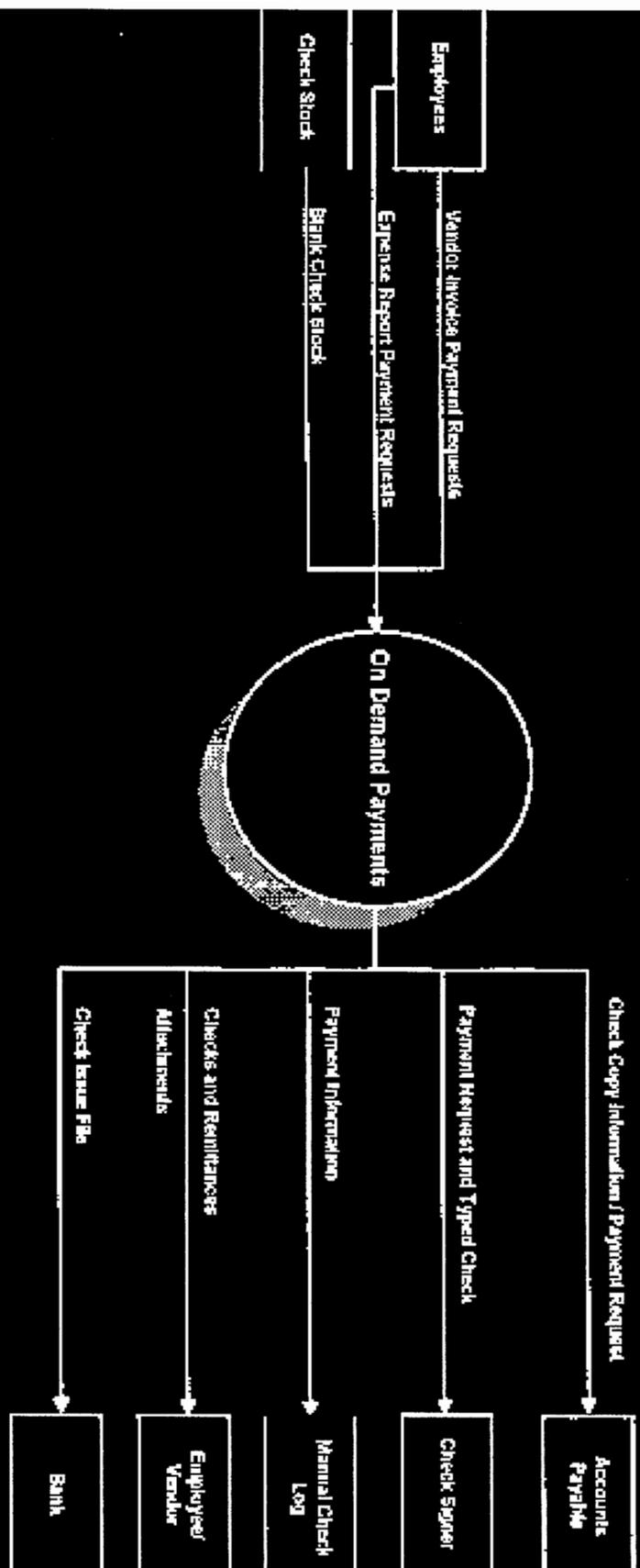
DOE FMSSIC Functional and Operational Requirements ACCOUNTS PAYABLE Payment Reconciliation



DOE FMSIC Functional and Operational Requirements ACCOUNTS PAYABLE Cancel Payment



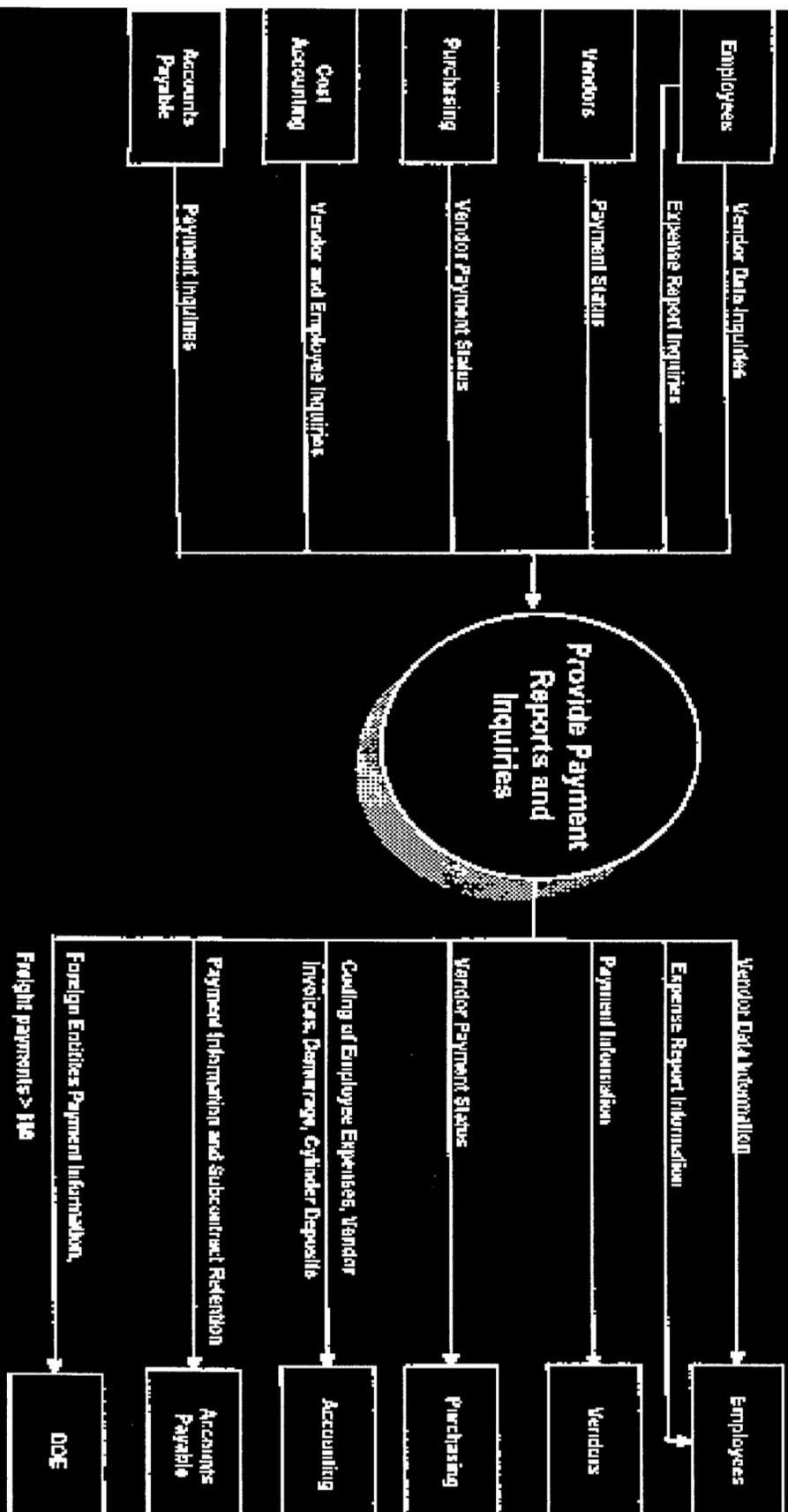
DOE FMSSIC Functional and Operational Requirements ACCOUNTS PAYABLE On Demand Payment



DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

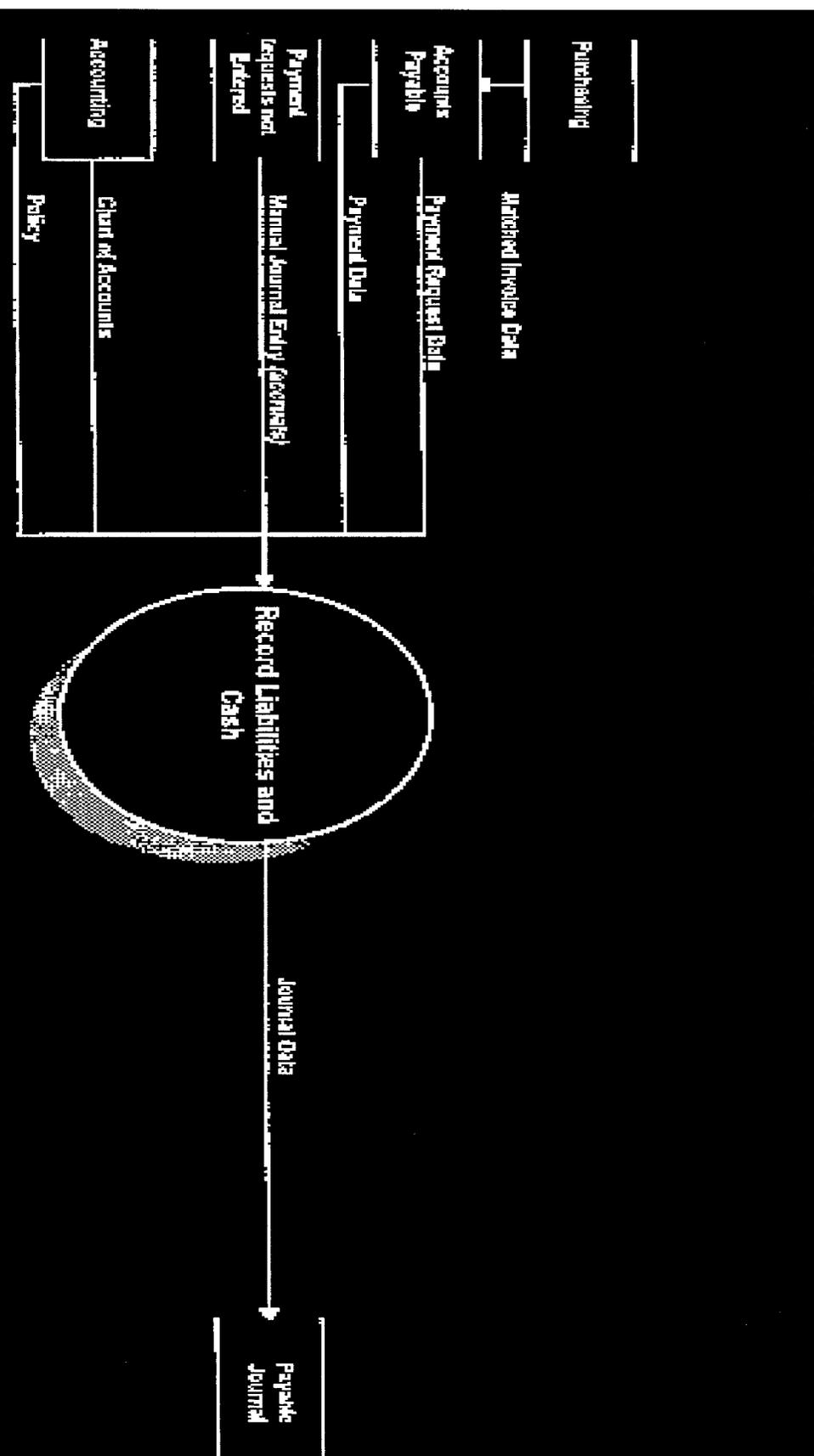
Payment Reporting and Inquiry



DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

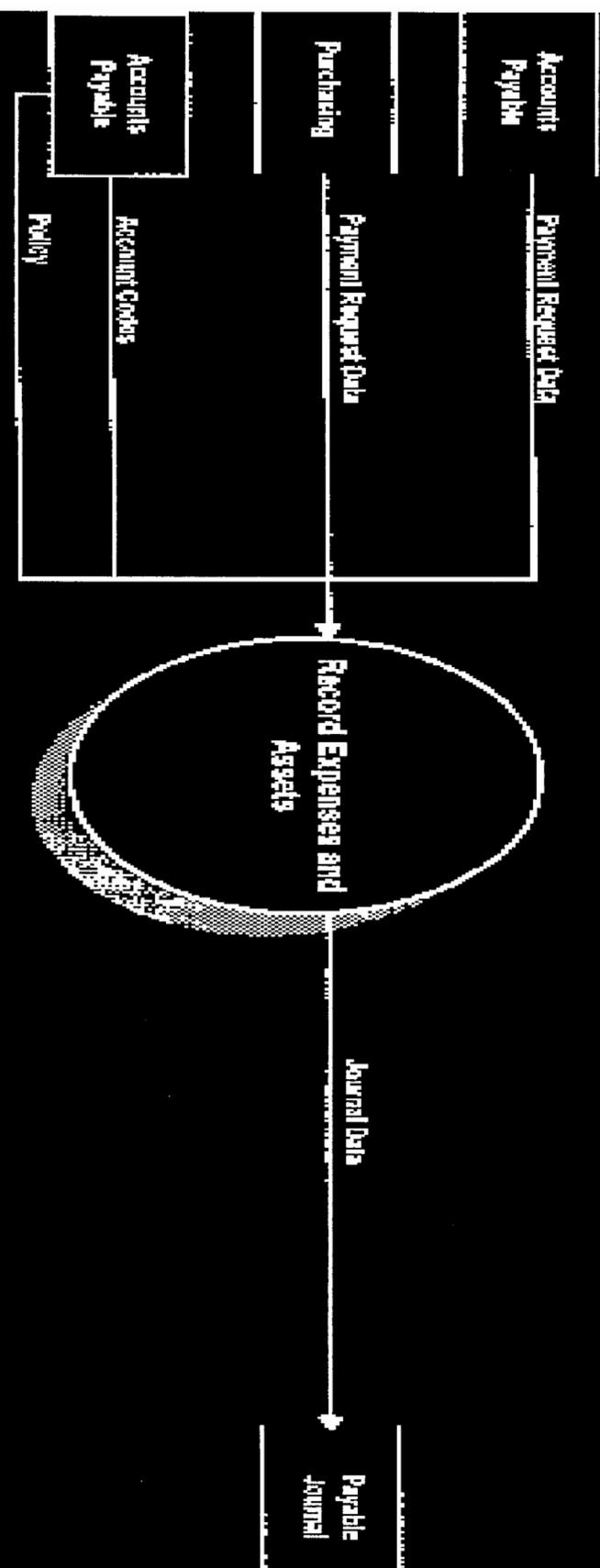
Record Liabilities and Cash



DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

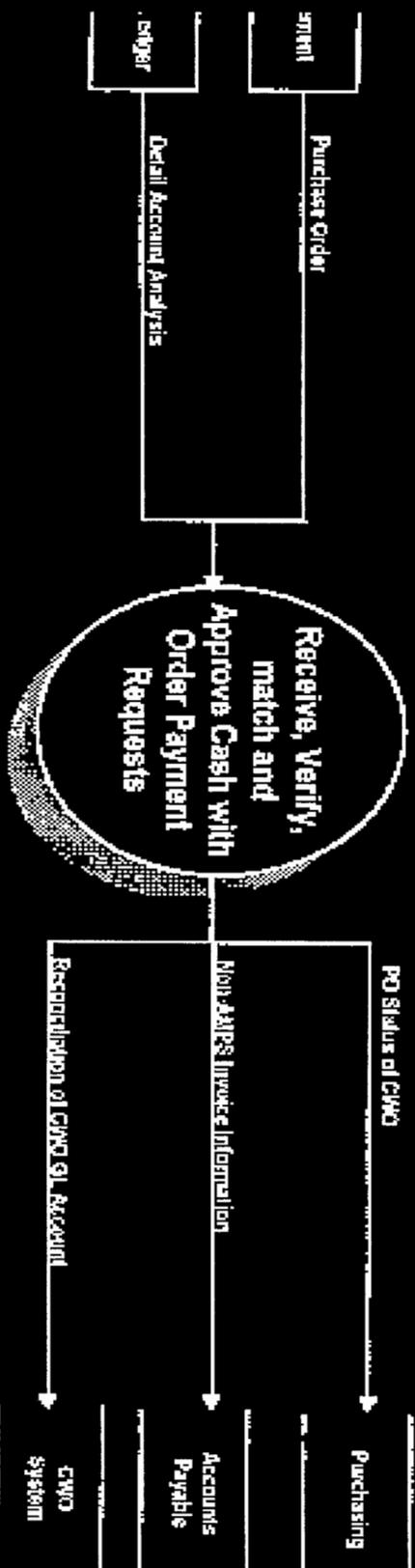
Record Expense and Assets



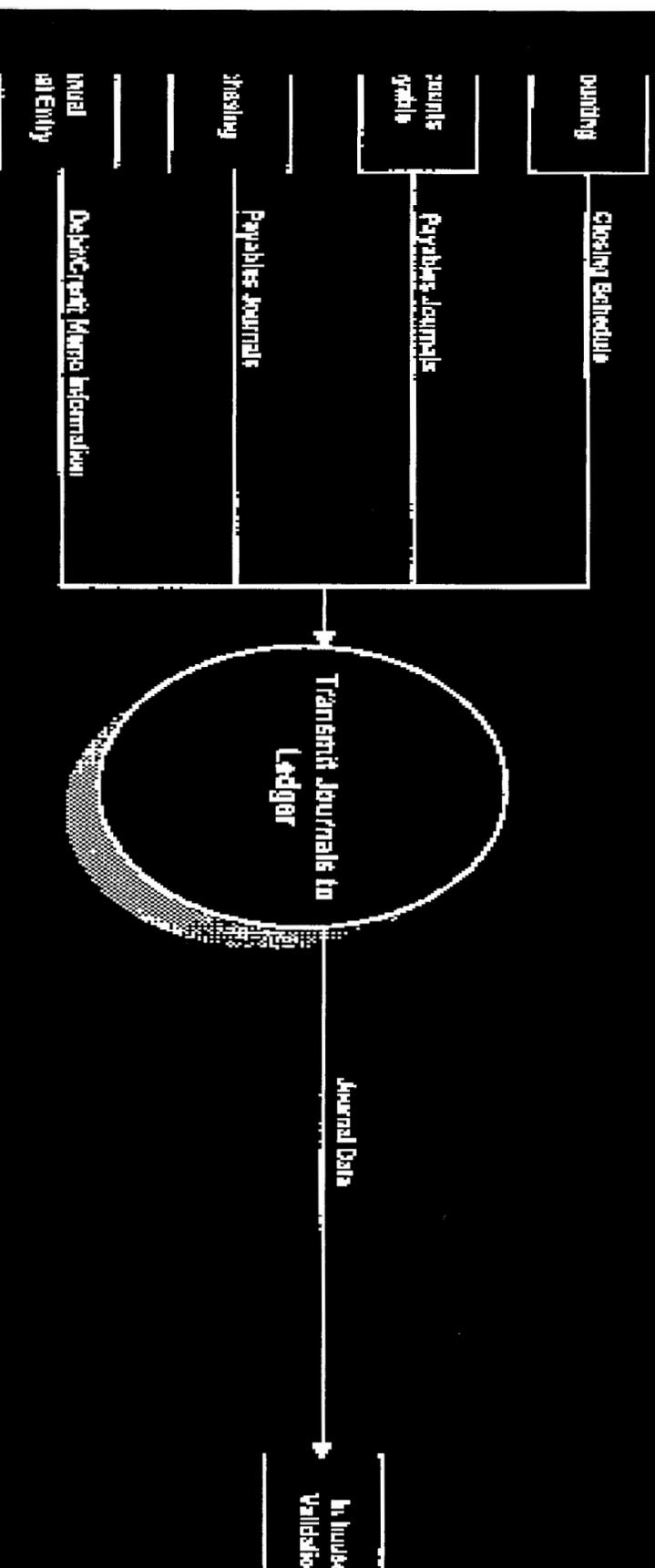
DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

Cash with Order Payment Request Process



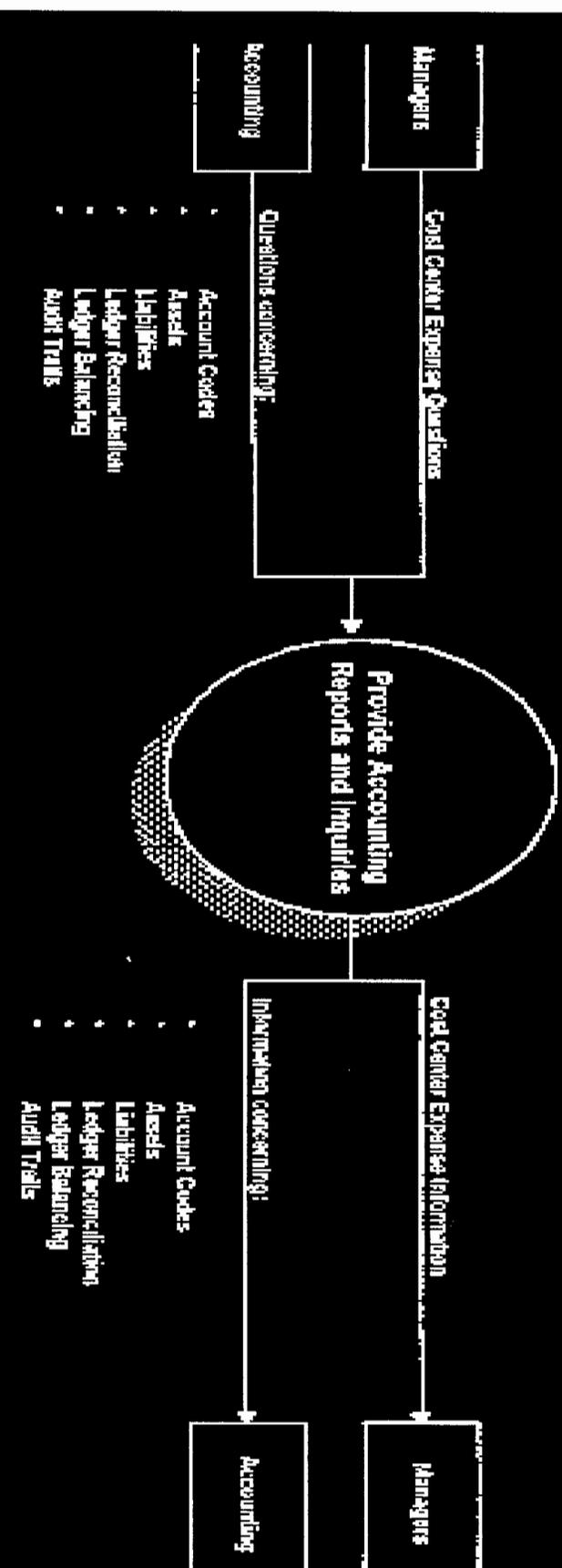
DOE FMSIC Functional and Operational Requirements ACCOUNTS PAYABLE Transmit to Ledger



DOE FMSIC Functional and Operational Requirements

ACCOUNTS PAYABLE

Accounting Reports and Inquiry



DOE FMSSIC Functional and Operational Requirements ACCOUNTS PAYABLE Update Downstream Systems

